



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

MATERIALS & STORES SPECIALIST

SALARY RANGE	\$2963 - \$3699
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Plant Operations
FINAL FILING DATE	December 8, 2014

DESCRIPTION OF DUTIES: Performs modern warehousing methods and practices, including the keeping of, receiving, shipping and inventory records; freight rates and classifications; office of procurement specifications; regulations involved with consolidated freight shipments, stock array systems; freight claim procedure; inventory and quality control. Must read and write at a level required for successful job performance; performs heavy physical labor; operates motorized material handling equipment; estimates possible future demands of various supplies based on past needs; works independently and communicates effectively with those contacted in the work. Directs others work; keeps records and prepares reports of work done. Analyzes situations accurately and takes affective action. Oversees the shipping and receiving section of Plant Operations Warehouse. Keeps inventory records. Estimates needs based on past demands. Directs the work of others. Performs heavy physical labor. Operates motorized material handling equipment. Obtains bids and processes orders based on regulations. Provides the Chief of Plant Operations with budgetary reports on a monthly basis. Possession of a valid California Driver's License and Defensive Driver's card is required to operate any State Vehicle.

WHO MAY APPLY: Candidates with list and transfer eligibility for the classification will be considered. Appointment will be subject to Department Restriction of Appointment (DROA), State Restriction of Appointment (SROA)/Surplus, and Reemployment list procedures. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to pre-employment physical and fingerprint clearances. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website at www.spb.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

****Only applications with original signatures will be accepted****

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.